

**METROPOLITAN EDUCATION COMMISSION  
KEY TO EMPLOYMENT FOR THE 21<sup>st</sup> CENTURY SYMPOSIUM  
SUBCOMMITTEE MEETING MINUTES**

**Friday, November 6, 2015 9:00 a.m. at  
the MEC office, 930 E. Broadway Blvd., Tucson, Arizona.**

Attendees: **Dr. June Webb-Vignery, Ed Nossem, Johanna Duffek, Morgan McClincy, Nancy Schneider, Yvonne Sandoval, Larry Jones, Don Ruedy.**

- 1.0 CALL TO ORDER – DR. JUNE WEBB-VIGNERY  
The meeting was called to order at 9:00 a.m.
- 2.0 ROLL CALL – DR. JUNE WEBB-VIGNERY  
A Roll Call of members was conducted and a Quorum established.
- 3.0 PLEDGE OF ALLEGIANCE  
The Pledge of Allegiance to the United States of America was recited by the attendees.
- 4.0 APPROVAL OF FEBRUARY 6, 2015 MEETING MINUTES  
Motion: Johanna Duffek  
Second: Yvonne Sandoval  
Motion passed 8-0.
- 5.0 PLANNING FOR THE 2015 KEY TO EMPLOYMENT SYMPOSIUM –  
DR. JUNE WEBB-VIGNERY  
The date of the 2016 Key to Employment Symposium is Wednesday, February 3, 2016, from 9:00 a.m. to 12:30 p.m., at the University of Arizona Student Union Ballroom.

Space/Logistics:

Morgan McClincy has reserved the Student Union Ballroom for Wednesday, February 3<sup>rd</sup>, 2016. The Student Union will invoice the MEC after the event to account for any extra expenditures.

We will have access to the North & South Ballrooms, as well as the 4 side rooms (Rincon, Santa Rita, Tucson, and Catalina. These will be used for workshop presentations and additional exhibitor space. Nancy Schneider mentioned that there was a need for extra electricity at last years event, partially because some of the outlets did not work. Morgan McClincy said that there could be additional costs associated with this situation and that the issue should be taken care of in the registration process – it was suggested that the request for electricity in the exhibitor registration form be bolded out. Don Ruedy suggested that the assignments for electricity be explicit.

We had 72 tables last year and we will need additional space this year. We will eliminate the “Two chairs per table” provision, and provide only what the exhibitors specifically request in this regard. The exhibitors should be explicit on their needs when registering.

#### Sponsors:

The Thomas R. Brown Family Foundation has agreed to sponsor the event for \$2,500.00. So far we have \$6,000.00 committed and/or payments. Johanna Duffek has contacted numerous other entities and will be following up, including a request to CenturyLink through MEC Commissioner George Favela.

#### Exhibitors:

We have 6 exhibitors registers so far. Morgan McClincy suggested adding the U.S. Forest Service to the list of potential exhibitors and will contact them. Dr. Webb-Vignery suggested Switchgear/Remote Solutions, and Ed Nossem suggested the Western National Parks Association. Don Ruedy said the AZ Sci Tech Festival could print K2E materials, including the K2E flyer. He also suggested identifying “Hot Topics” industries and placing them in proximity to each other.

#### School Registration:

The MEC office will handle school registrations; 48 schools have been contacted and have responded. We have 170 students registered at present.

#### Campus Tours

Morgan McClincy will place the event on the Student Life calendar. The contact for the campus tours will be determined at a later date.

#### Hospitality Breakfast:

It was decided that we will NOT provide a hospitality station, but will provide coffee and water in the Diamond Atrium instead. The additional space will be used for exhibitors.

#### Workshops:

We will arrange for 2 Regional College Access Center workshops; Ed will contact the UA College of Engineering to see if they would set up a workshop as they had last year. Yvonne Sandoval suggested that Pima Community College would conduct a Pima CC/University of Arizona Bridge Program workshop; Morgan said that it would be a Pima/U of A Partnership presentation.

#### Lunch:

Ed will contact Papa John’s Pizza at the Speedway & Tucson Blvd. store to alert them about the event in January 2016.

#### Volunteers

No action.

#### Parking:

We will probably reserve 80 spaces, Mike Wallace is the contact. Morgan will look into a reduced rate.

#### Transportation of Participants/Arrival Times:

No action. We will probably use the same format as in previous years, with 3 different sets of arrival times, Blue, Red, and Green groups.

Evaluations:

We will use paper evaluations. The evaluations will be completed by the students and handed in for them in order to receive the lunch.

Exhibitor Evaluations:

Same as last year; Johanna will set up a Survey Monkey.

Event Programs:

IBM Tucson has once again offered to provide in-kind printing of the K2E Programs. We will need to get the logos of the sponsors, using the format as described in the Sponsor Form (\$500 and above gets a 1/4 page ad in the program).

Raffle Prizes:

There will be no raffle prizes.

Nametags

The same procedure will be used as last year; 3 different colors for the students based on their arrival times.

Bags

No action.

Copies, Filing, Materials Collection

No action.

Website / Social Media

The event has been listed on the City of Tucson MEC website.

6.0 NEXT MEETING

Next Meeting: Friday, December 4, 2015, 9:00 a.m., at the MEC office.

7.0 ADJOURNMENT

Motion: Johanna Duffek

Second: Don Ruedy

Motion carried 8-0.

Meeting adjourned at 10:00 a.m.